

National Republican Senatorial Committee

SECRETARY OF THE SENATE

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SENATOR GEORGE ALLEN
CHAIRMAN

JAY TIMMONS
EXECUTIVE DIRECTOR

April 12, 2004

Maureen Benitz
Reports Analysis Division
Federal Election Commission
999 E Street, NW
Washington, DC 20463

Reference: C00027466
Amended November Monthly Report (10/1/03-10/31/03)

Dear Ms. Benitz:

- A. The NRSC takes the following steps to ensure that "best efforts" have been used to obtain the missing contributor information:

First, our original solicitation includes a clear and conspicuous request for the contributor information. All solicitations to prospective donors include the following statement:

"Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year."

Second, if the information is not provided, we make one follow-up, stand alone effort to obtain this information, regardless of whether or not the contribution(s) was solicited or not. This effort occurs no later than 30 days after the receipt of the contribution and is done in the form of a written request. The letter includes a pre-addressed, stamped envelope and clearly asks for the missing information, without soliciting a contribution and contains the following statement:

"Federal law requires that we obtain the attached information regarding your occupation and employment. Please complete the attached form and return it to us as soon as possible in the enclosed envelope."

Lastly, as we have done in the past, the Committee will continue to provide the Commission with contributor information we receive by filing amended memo Schedule A's in a timely manner with every regular report.

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- B. The RQ-2 asks us to clarify all expenditures made for "Direct Mail Expense", "Telemarketing Expense", "Printing Exp/Relief Printing", "Printing Exp/Color Imaging" and "Printing Expense". None of these expenditures were made on behalf of specifically identified federal candidates. The expenditures were generic in nature.

Sincerely,



Melinda Anderson
Assistant Treasurer

EMILY J. REYNOLDS
SECRETARY

PAMELA B. GAVIN
SUPERINTENDENT
HART BUILDING
SUITE 232
WASHINGTON, DC 20510-7118
PHONE: 202-224-0322

United States Senate

OFFICE OF THE SECRETARY

OFFICE OF PUBLIC RECORDS

THE PRECEDING DOCUMENT WAS:

☒ HAND DELIVERED 04-12-04
Date of Receipt

☐ REGISTERED/CERTIFIED MAIL
Postmarked

☐ RECEIVED FROM THE FEDERAL ELECTION
COMMISSION
Date of Receipt

☐ OTHER (Specify): _____
☐ PRIORITY MAIL
☐ EXPRESS MAIL
☐ FEDERAL EXPRESS
☐ UPS
☐ AIRBORNE EXPRESS
Postmark and/or Date of Receipt

☐ FIRST CLASS MAIL
Postmarked

☐ FAX (48-HOUR NOTICES)
☐ FAX (FEC FORM #10)
☐ FAX (CAMPAIGN REPORT)
Date of Receipt

☐ NO POSTMARK ☐ POSTMARK ILLEGIBLE

☐ RECEIVED FROM THE LEGISLATIVE RESOURCE
CENTER
Date of Receipt

RD 04-12-04
Preparer Date Prepared

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